

TOWN OF TOLLAND, MA
Building Department

Checklist for Decks
Obtaining a Building Permit

Before Applying for a Building Permit for your Deck Project...

- **Check on Requirements:** Discuss the application requirements for your application with the Building Inspector. Due to size, type or location of construction or project, some items may not be required.
- **Obtain Prior Planning Board Approval if the deck/addition brings buildings closer to property line.** Submit three copies of the Site Plan to the Planning Board and obtain approval before submitting Application for Building Permit. Planning Board approval is required before a Building Permit can be issued.

1. Submit all required documents and a completed Site Plan Checklist

Included	Required for Deck Building Permit
	Application to Construct a Deck
	One set of Site Plans <i>approved by Planning Board</i> if deck brings buildings closer to property line.
	Completed Site Plan Checklist (below)
	Two Sets of COMPLETE Deck Plans and Specifications including location on house
	Homeowners Exemption Form (when not using licensed Electrician or Plumber)
	Electrical Permit (if relevant)
	Plumbing Permit (if relevant)
	Conservation Commission Approval (if 100 feet from lake, pond, river or wetlands)
	Approval from Tunxis Club or Wildwood Association (if relevant). Not required for Building Permit.

2. Attach Check written to Town of Tolland per Permit Fee Schedule.

Deck Site Plan Requirements Checklist

Included	Item
	Name, Address and Lot Number
	Assessors Lot Number
	Identification of true magnetic North
	All existing buildings and structures
	Deck stairs and railings.
	Septic Systems and Leach Fields
	Water Supply (i.e. Well) Location
	Landscape features such as walks, fences, etc.
	Distances: <ul style="list-style-type: none">- From boundary lines to structure (front, back and sides)- From leaching field and septic tank to structure- From well to leaching field and septic tank- From ALL adjacent wells, septic and leaching fields to your well